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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

9 AUG 1965

SUGGESTION NO. 65-215: dated 4 February 1965

Commo Specialist, GS-12  
DDS/OC/Signal Centers

A. Summary of Suggestion

Suggester proposed that machine techniques be adopted in order to keep the important document up-to-date by more timely reproduction and more rapid distribution.

B. Summary of Evaluation

Executive Officer, OC said that the suggestion has been reviewed by the staff concerned with the conclusion that the manhours currently expended in preparing printed changes to are too insignificant to warrant adoption of machine techniques. The suggestion has brought to attention the fact that printed changes should be issued on a more frequent basis, however, and this is now planned.

C. Recommendations of the Executive Secretary

1. Not in line of duty.
2. Certificate of Appreciation.

D. Decision of the Chairman

A/Chairman, Suggestion Awards Committee

10 AUG 65  
Date

C of A  
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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

9 AUG 1965

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SUGGESTION NO. 65-239: dated 5 March 1965

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Contract Inspector, GS-10/2  
DDS/OL/PD/CB/

A. Summary of Suggestion

Suggester proposed that schedules of expenses and itinerary on Travel Form 22 be completed by the returning traveler with a ballpoint pen directly on the travel voucher form.

B. Summary of Evaluations

1. Office of Finance has no objection, but is reluctant to recommend adoption Agency-wide because of a new centralized service under consideration.

2. Office of Logistics will adopt on an optional basis depending on wishes of each office.

C. Recommendations of the Executive Secretary

1. Not in line of duty.

2. Advisory Award of \$15.00.

3. We did not circulate this Agency-wide because of Finance evaluation (see above), but we will publish, as is, in the Support Bulletin.

D. Decision of the Chairman

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A/Chairman, Suggestion Awards Committee

10 AUG 65  
Date

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

9 AUG 1965

SUGGESTION NO. 65-272: dated 31 March 1965

STATINTL

Photo Gen, GS-9  
DDI/NPIC

A. Summary of Suggestion

1. Suggester proposed the modification of a bearing oiler in order to conserve manhours and machine-down time.
2. Present Method: The drive shaft on the Versamat Processor must be lubricated twice each week. In order to do this, it is necessary to remove the side panel and render the machine inoperative for approximately 45 minutes. This results in manhour and processing time loss over an extended period of time.
3. Proposed Method: By inserting a copper tube through a hole drilled on the top side of the dry box and extended into the bearing housing, the machine can be kept operating while the lubrication is accomplished in seconds.

B. Summary of Evaluation

1. This suggestion has been adopted in March 1965. Prior to its adoption, it was necessary for a man to remove 14 screws from the EK Versamat Processor in order to remove the side panel to have access to the inside of the Processor for lubricating the drive shaft. This operation caused the Processor to be shut down for periods up to 45 minutes.
2. Lubrication can now be done in a matter of seconds. This modification, although slight in nature, has proven to be an asset to the Laboratory in eliminating the down-time and keeping the Processor in operation. This suggestion is being referred to the manufacturer for consideration in adopting for other units now in use in the community.
3. The NPIC Suggestion Awards Panel recommends an award based on intangible benefits (Slight/Limited).

C. Recommendations of the Executive Secretary


1. Not line of duty.
2. \$25.00 award (Slight/Limited).

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SUBJECT: Suggestion No. 65-272 (continued)

D. Decision of the Chairman

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A/Chairman, Suggestion Awards Committee

10 AUG 65

Date

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Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

9 AUG 1965

SUGGESTION NO. 65-316: dated 12 May 1965

STATINTL

Offset Pressman, GA (GS-11/3 Equivalent)  
DDP/TSD/[REDACTED]

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A. Summary of Suggestion

1. The suggester in TSD/[REDACTED] proposed a method to achieve a faster clean-up in the offset press activity at the end of each day, when a color was being changed, or when a job was finished.

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2. Previously, the ink was removed from the fountain with a small ink knife and the rollers were washed with a solvent. Suggester proposed that two pieces of cardboard be cut 2" x 9 5/8" (may vary for different size presses) and used to remove the ink from the fountain. This is done by inserting one piece of cardboard on top of the fountain blade, the other straight down at about a ninety degree angle to the ink blade and then squeezing them together. This removes the ink cleanly and allows for a faster "wash-up." The ink can then be scraped off and put into a container for future use. He calculated the savings on the basis of the cost of ink and labor saved.

B. Summary of Evaluations

NPIC could not adopt; they have a better product than the handmade cardboards. OL/PSD investigated the procedure and found it not adoptable. In fact, TSD/[REDACTED] uses it on small presses only and considers the benefits to be Slight and Local.

C. Recommendations of the Executive Secretary

1. Not in line of duty.
2. Certificate of Appreciation.

D. Decision of the Chairman

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[REDACTED]  
A/Chairman, Suggestion Awards Committee

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9 AUG 1965

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 65-329: dated 24 May 1965

25X1A

25X1A

██████████  
Typing Supervisor, GS-6/2  
DDP/RID/MIS/██████████

A. Summary of Suggestion

Suggester proposed the elimination of an unnecessary routing on the pre-printed router for Form 362. He says RID/MIS (Records Integration Division/██████████) has absolutely no need to see the Forms 362 any more. 25X1A

B. Summary of Evaluation

Suggestion will be adopted at the time of the next printing.  
(Sample attached)

C. Recommendations of the Executive Secretary

1. Not in line of duty.
2. \$15.00 award (Slight/Limited).

D. Decision of the Chairman

25X1A

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A/Chairman, Suggestion Awards Committee

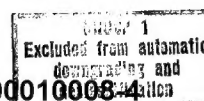
10 AUG 65

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

9 AUG 1965

SUGGESTION NO. 65-334: dated 13 May 1965

Administrative Services Officer, GS-11  
DDS/OL/LSD/SA&FB

A. Summary of Suggestion

Suggester proposed a new revised procedure for arranging non-reimbursable emergency service work in Headquarters Building between CIA and the General Services Administration. His idea was to procure an autographic register and use the copies for action requests, thus saving transcribing, etc.; and since the request is written down only once, saving the time of all concerned.

B. Summary of Evaluation

1. Office of Logistics says that this office machine would eliminate misunderstandings by both persons. The elimination of conversation puts all instructions in writing by the originator, with copies to interested and action parties.

2. OL considered the degree of benefit as slight and the extent of application as limited, and stated that it would be difficult to estimate the extent of tangible benefits at this time. The benefits of this suggestion can be measured by the elimination of telephone conversations that would result in errors by both parties.

3. Space Maintenance & Facilities Branch has adopted the proposal and has bought four of these machines.

C. Recommendations of the Executive Secretary

1. Not in line of duty.
2. \$25.00 award (Slight/Limited).

D. Decision of the Chairman

A/Chairman, Suggestion Awards Committee

Date

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9 AUG 1965

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 65-349: dated 14 June 1965

25X1A [REDACTED]  
25X1A FPA Clerk, WAE (Contract - GS-4 Equivalent)  
DDS/[REDACTED]

A. Summary of Suggestion

25X1A Suggester proposed an improvement in Credit Union transactions for [REDACTED] by eliminating a form and saving time. In other words, suggester proposed that the original copy of a receipt form be forwarded to Headquarters and used as the posting document by the Credit Union.

B. Summary of Evaluation

25X1A Credit Union agreed, but noted that the new procedure affected [REDACTED] only. [REDACTED] estimates tangible savings of 156 manhours each year at an average cost of \$3.00 an hour or \$468.00 a year.

C. Recommendations of the Executive Secretary

1. Not in line of duty.
2. \$25.00 award based on tangible savings (5% of \$468.00).

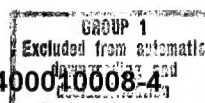
25X1A D. Decision of the Chairman

[REDACTED]  
A/Chairman, Suggestion Awards Committee

10 AUG 65  
Date

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

9 AUG 1965

SUGGESTION NO. 65-353: dated 9 June 1965

Microphotographer, GS-4  
DDI/OCR/MD/Photo Lab

25X1A

A. Summary of Suggestion

1. This suggester proposed a simpler way of indexing document enclosures in OCR's Photo Lab. When a roll of film is transferred to a piece of microfilm, each related card (actifilm card) must have a title, classification, card number, and reel number. Previously, a document consisting of 20 actifilm cards required that 20 cards be typed up.

2. Under the proposed system, by preclassifying one master card, only one actifilm card is typed up.

B. Summary of Evaluation

Chief, Machine Division/OCR says results have been most gratifying; the system insures greater accuracy in recording the title information, saves time in typing, verifying header information, and determining the number of actifilm cards needed. Based on an average of 350 actifilm cards prepared monthly, the system will save approximately 18 hours processing time per month. An additional 10 hours will accrue when the system is applied to a Vital Materials Program. Total savings will be 336 hours per year or \$735 per year for a clerk, GS-4, step 2.

C. Recommendations of the Executive Secretary

1. Not in line of duty.
2. \$50.00 award based upon intangible benefits (Slight/Local). (Calculating 5% of \$735 would be \$36.75. However, it is my opinion that a GS-4 who developed a good system to save money, material, and manhours deserves \$50.00.)

D. Decision of the Chairman

A/Chairman, Suggestion Awards Committee

Date

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